



UNITED STATES MARINE CORPS
MARINE CORPS COMBAT DEVELOPMENT COMMAND
QUANTICO, VIRGINIA 22134-5001

IN REPLY REFER TO:
5320
C 392
4 MAY 1995

From: Commanding General, Marine Corps Combat Development Command
To: Marine Corps Liaison Officer, Headquarters, U. S. Army Armor Center, Fort Knox, KY
Subj: LETTER OF INSTRUCTION (LOI) FOR MARINE CORPS LIAISON OFFICER,
U.S. ARMY ARMOR CENTER, FT. KNOX, KY

1. Purpose. To guide you in the performance of your duties as Marine Corps Liaison Officer to the Commander, U.S. Army Armor Center.

2. General. You are under the administrative and operational control of the Marine Corps Representative (MARCORREP) to the U.S. Army Armor Center, Ft. Knox, KY. You are required to maintain liaison between MCCDC and combat development activities at the U.S. Army Armor Center, Ft. Knox, to include MARCORSYSCOM Program Managers, and other Marine Corps agencies, as appropriate.

3. Duties

a. Your primary duty is to represent CG MCCDC in matters pertaining to ongoing combat development issues at the U.S. Army Armor Center.

b. You will stay abreast of all combat development issues at MCCDC and the U.S. Army Armor Center. If you determine that an issue has a common interest, you will inform the appropriate personnel of each command and ensure that the proper coordination or exchange of information has been accomplished.

c. Areas of primary interest are:

- (1) Harmonization of joint requirements.
- (2) Development and evaluation of concepts that involve or affect the Marine Corps.
- (3) Development, testing, or evaluation of material.
- (4) Development of training and professional military education.
- (5) Development of doctrine, tactics, techniques, and procedures.

d. You will facilitate the interchange of drafts or other material related to combat development. Material furnished to CG MCCDC shall include, but not be limited to, the following:

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(1) DCD/Battle Lab sponsored troop tests, field experiments, and/or wargaming activities of interest to the Marine Corps.

(2) Combat development studies.

(3) Information on DCD/Battle Lab development conferences, and items of equipment undergoing evaluation or testing in which the Marine Corps has an interest.

(4) Operational and Organizational Plans (O&O Plans) and Requirements Documents in draft or approved form.

e. You must be fully integrated with the staffs of the following combat development activities at the U.S. Army Armor Center: Combat Development, Training, Doctrine, Mounted Battlespace Battle Lab, and appropriate TRADOC System Managers (TSM). The following materials may be furnished, as appropriate:

(1) Current Fleet Marine Force Manuals and Operational Handbooks.

(2) Information on MCCDC/MARCORSYSCOM projects.

(3) Marine Corps analyses, studies, and test reports.

(4) MCOTEA test procedures, tests, and studies.

(5) Marine Corps Requirements Documents.

(6) Information on Marine Corps doctrine, organization, tactics, techniques, and equipment.

(7) Marine Corps positions on Army developmental items of potential interest to the Marine Corps.

f. You will exchange appropriate information with the Marine Corps liaisons at all TRADOC Battle Labs.

g. When directed, you will represent the Marine Corps at meetings, reviews, demonstrations, etc.

h. You will apprise MCCDC and/or MARCORSYSCOM leadership of those activities which they should attend, such as: Commanders Conferences, Advanced Warfighter Experiments and Demonstrations, and Advanced Concepts and Technology Demonstrations.

4. Additional Duties. You are not to undertake additional duties, except those assigned by the MARCORREP.

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5. Contacts. When you require guidance on Marine Corps positions, doctrine, or any formal comments or recommendations, address those requests to Director, WDID via the MARCORREP. Liaison with MCCDC divisions and MARCORSYSCOM program managers is authorized and encouraged.

6. Visits

a. You will attend quarterly MCCDC liaison conferences designed to provide the latest combat development guidance.

b. You are authorized to undertake such TAD as is appropriate for the proper performance of your duties. Appropriate TAD will be coordinated and approved through Director, WDID.

7. Reports

a. Weekly Reports. Each Monday, you will prepare a weekly report of significant activities with corresponding opinions and recommendations. A copy of the weekly report will be forwarded via the MARCORREP to the Director WDID, MCCDC, and other appropriate Division Directors through electronic mail.

b. Special Reports. Items of special interest, which are of a time sensitive nature, will be reported as necessary.

8. Administrative Instructions.

a. You will maintain a file of your activities, to include pertinent correspondence, memoranda of record, previous reports, and any other information necessary to ensure a continuity of effort.

b. Automated Data Processing and administrative support requirements should be coordinated between the Director, WDID and the MARCORREP.

c. Your Reporting Senior will be the MARCORREP, and the Reviewing Officer will be the Deputy CG, MCCDC.


C. E. WILHELM